ProjectDox Submittal Checklist

Public Infrastructure Permit (PIP)

- Documents Folder
    - Copy of application that was submitted for initialization
    - CWS Service Provider Letter or Sensitive Area Prescreen
    - Approved Land Use Decision
    - Downstream Analysis (if applicable)
    - Engineer's storm calculation report
    - Geo Tech report required if City standard sections will not be used
    - Engineer's Cost Estimate (on or after 2nd review cycle)
- Drawings Folder
    - Plans are to be to scale unless otherwise specified
    - Coversheet
        - Vicinity Map
        - The proposed name of development
        - Developer's Info and Engineer's info
            - Name
            - Address
            - Phone number
            - Email
        - Land Use Authority Case File Number
        - Tax Map and Lot information
        - Total square footage of new and existing impervious surface within proposed public Right-of-Way
        - Index of Plan Sheets
- ProjectDox Specifications
    - Use naming convention as specified in User's Guide
    - Format plans as specified in User's Guide
    - Provide a blank area on each sheet for City of Hillsboro Plan Review Stamps as specified in User's Guide

Note: All private utilities will not be reviewed under this permit. If you do show private utilities, please state they are for reference only and remove all construction notes for them.

Here is a link to the City of Hillsboro website for further information:
https://www.hillsboro-oregon.gov/city-services-overview/permit-central/projectdox

Public Works - Engineering Division

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